



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Public Service Commission Motor Carrier Certification and Enforcement Division, Suite 1215 1001 International Boulevard Hapeville, Georgia 30354	Application Number 80-276	
Application Number		Date Received MAY 12 1980	Date Completed JUN 23 1980
2. Person to Contact Nora Blair		Working Title Accounting Technician	Telephone Number 761-2827
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest FY73		5. Records Series Title (followed by title used in office; if different) BANK DEPOSIT SLIP FILE	
6. Division and Office Function		What is the function of the Division and the Office in which this record series is created? The Motor Carrier Certification and Enforcement Division is responsible for administering the Georgia laws requiring "for hire" motor carriers to obtain Certificate of Public Convenience and Necessity where intrastate operations are involved; registers and collects prescribed fees for all vehicles operated under such Certificates; files evidence of liability and cargo insurance coverage; identifies vehicles and files tariff naming rates and changes. Also, the Division receives, processes and assigns for public hearing before the Commission, all applications for such Certificates.	
7. Record Series Description		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: recording bank deposits of fees collected for stamp orders, tags, inter and intra State transportation permits, amendments, certificates, wire permitting, and emergency temporary authority. Included are: typed list of all cashiers checks, certified checks, and money orders received and deposited; list also shows name of sender, amount sent, and certificate number(s). File is arranged: chronologically by date deposit made.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>monthly</u> ; Seven to twelve months old <u>quarterly</u> ; Thirteen to twenty-four months old <u>occasionally</u> ; twenty-five months and older _____?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>Book (1 yearly)</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Quarterly Report to State Department of Audits</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | <u>1</u> years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); ~~then~~ or until State audit is completed, whichever is later; then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

80-276

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lucia A. Ramsey</i>	5-5-80	<i>Staine</i>	5/5/80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Canale</i>	6-20-80
		<i>Attorney General/Designee</i>	6-15-80
		<i>Attorney General/Designee</i>	6-20-80